

The Northeast Emergency
MANAGEMENT ACADEMY



BROOKHAVEN NATIONAL LABORATORY

April 13-17, 2015

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The BNL Northeast Emergency Management Academy



April 2014

ABOUT BNEMA

What makes the BNL Northeast Emergency Management Academy (BNEMA) different from other training centers? It begins and ends in incident management. The whole Academy will be designed, set up and ran as an *INCIDENT*. Students and instructors will have all the responsibilities of responders in an actual incident. All students will be required to check into the "Incident," attend a morning briefing, be part of after-action reporting, and learn technical material in a classroom setting. Instructors will be expected to attend morning briefings, be part of the incident action planning, be part of the after action reporting, and pass knowledge to the students. To help facilitate the training of the management team, students and instructors will fill out "Crew Time Cards" for the Incident Management Team to learn to track time.

A typical day for a student:

0800: Morning briefing
0830 – 1630: Instructional Time
1630 – 1700: Classroom After Action Review
1700: End for the day

A typical day for an Instructor:

0800: Morning Briefing
0815: Instructor meeting with Operations Section Chief and the Division/Group Supervisors
0830 – 1630: Instructional Time
1630 – 1700: Classroom After Action Review
1700: After Action Review meeting with Operations Section Chief and the Division/Group Supervisors

INCIDENT COMMAND SYSTEM TRAINING

I-200 Basic Incident Command System:

This course introduces students to the principles of the Incident Command System (ICS). Topics include: Leadership and management; Delegation of authority and management by objectives; Functional areas and positions; briefings; organizational

flexibility; transitions & transfers. This course is National Incident Management System (NIMS) compliant. Prerequisite is I-100 which is an online course at: <http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

I-300 Intermediate Incident Command System:

This Course instructs personnel in the use of the Incident Command System (ICS) in supervisory roles on expanding or Type 3 incidents. Topics: ICS fundamentals review; Incident/event assessment & agency guidance in establishing incident objectives; Unified Command;

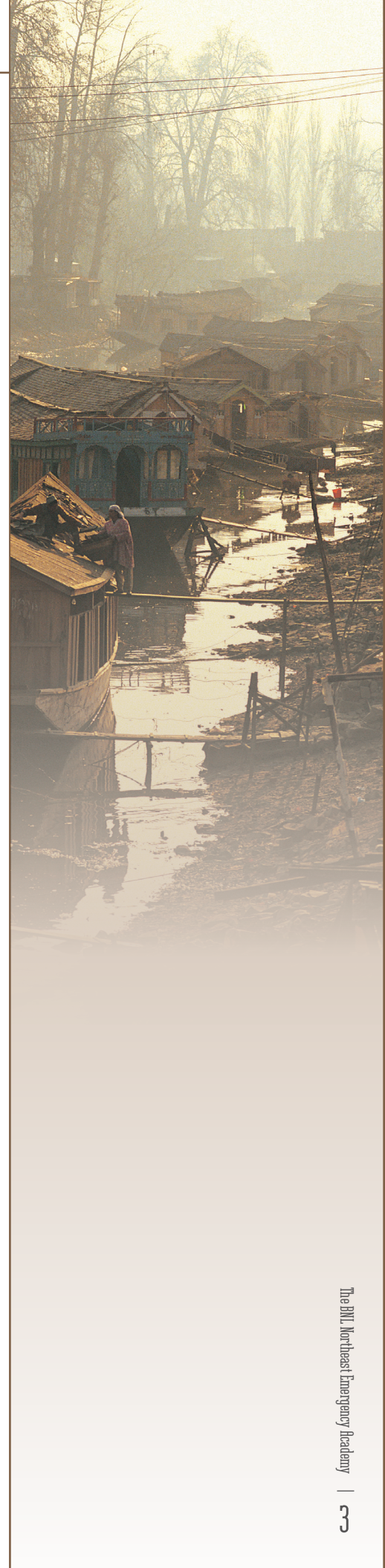
Incident resources management; planning process; demobilization; & incident transfer of command or close out. This course is National Incident Management System (NIMS) compliant. Prerequisite: I-200 Basic ICS.

I-400 Advanced Incident Command System:

This course will instruct personnel to operate efficiently in the advanced application of the Incident Command System for a complex incident environment. Topics include: Fundamentals review for Command and General Staff; Major and/or complex incident/event management; Area command; & Multi-agency coordination. This course is National Incident Management System (NIMS) compliant. Pre-requisite: I-300 Intermediate ICS.



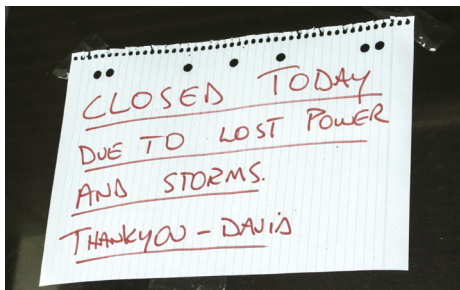
Register at: <http://www.bnl.gov/bnema/>



POSITION SPECIFIC TRAINING WITHIN ICS

Incident Commander:

This course builds a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an Incident Management Team (IMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.



Liaison Officer:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.



Public Information Officer:

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an IMT, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an IMT. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Safety Officer:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an IMT. These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.



Operations Section Chief:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an IMT. These responsibilities fall into two categories:

1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an (IMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge

Planning Section Chief:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an IMT. These responsibilities fall into two categories:

1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Logistics Section Chief:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an IMT. These responsibilities fall into two categories: LSC duties

1) responding to the incident; and 2) effectively fulfilling the position responsibilities of an LSC on an IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Finance and Administration:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an IMT. These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

TEAM TRAINING/OVEHEAD TRAINING

The BNL Northeast Emergency Management Academy to be completed April 14-17 will be run as an incident, producing an Incident Action Plan and following the ICS Planning process. In two overlapping sessions, Incident Management Teams, individuals, or utility emergency operations center teams, will manage the Academy and gain experience while being coached in the planning process. The first session will run Monday, Tuesday and Wednesday, while the second session will operate Wednesday, Thursday and Friday. United States Free Service (USFS) certified incident management team members will coach those managing the Academy, guiding the process, discussing challenges, and explaining to the students the advantages of using ICS.

This training is open to anyone in a position to manage an incident. Those with task books, can have certain tasks signed off towards the completion of the students task book.

Trainee positions available are: Incident Commander, Liaison Officer, Safety Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and the Finance and Administration Section Chief. Cost per person is \$600 per 3 day session.



TO REGISTER FOR THE ACADEMY

Register for the Academy at: www.bnl.gov/bnema by April 6th, 2015. Please call for availability after April 6th.

Course cut-off is a minimum of 10 students, courses with less than 10 will be evaluated for cancellation.

No refunds will be issued for cancellations after April 6th, 2014.

Any questions, contact Richard Ohlsen at rohlsen@bnl.gov or 631-344-7316

Register at: <http://www.bnl.gov/bnema/>

PROPOSED COURSES

Class	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	Cost
Incident Command System (ICS) Training Limit: 30 participates per class						
Basic ICS (I-200)	B	B				\$400
Intermediate ICS (I-300)	I	I	I			\$500
Advanced ICS (I-400)				A	A	\$400
Basic/Intermediate ICS (I-200, I-300)	B	B	I	I	I	\$900
Intermediate/Advance ICS (I-300, I-400)	I	I	I	A	A	\$900
Position Specific Training within ICS Limit: 30 participates per class						
Incident Commander	X	X	X	X	X	\$1,850
Liaison Officer	X	X	X	X	X	\$1,000
Public Information Officer	X	X	X	X	X	\$1,850
Safety Officer	X	X	X	X	X	\$1,850
Operations Section Chief	X	X	X	X	X	\$1,850
Planning Section Chief	X	X	X	X	X	\$1,850
Logistics Section Chief	X	X	X	X	X	\$1,850
Finance and Administration Section Chief	X	X	X	X	X	\$1,850
Team Training/Overhead Training Limit: 20 participates per session - View Description and Trainee Positions						
Session I (Mon, Tues, Wed)	S1	S1	S1			\$600/pp
Session II (Wed, Thurs, Fri)			S2	S2	S2	\$600/pp
Session I (Mon, Tues, Wed) & Session II (Wed, Thurs, Fri)	S1	S1	S1/S2	S2	S2	\$1000/pp

DAILY SCHEDULE FOR TEAM TRAINING/OVERHEAD TRAINING

A typical day for a trainee:

- 0730: Prepare for Morning Briefing
- 0800: Morning Briefing
- 0930: IC Update Objectives Meetings
- 1000: Command and General Staff Meeting
- 1400: Tactics Meeting
- 1500: Planning Meeting
- 1630: Incident Action Plan Approval
- 1700: Operations Section After Action Review Meeting



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